Step by Step Guide to Creating an Infographic in Venngage

1. **Go to the Venngage website.**
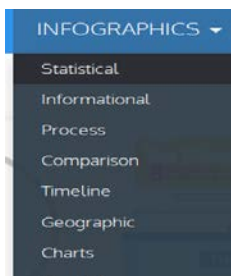   https://venngage.com/

2. **Open a free account. Log in.**

3. **Browse infographic templates from the drop down menu**.

Select a template from the available free templates that fits the message that you want to convey. The template in the example below is *Sweet Blue*. It was selected from the statistical infographic templates because the state team wanted to enter its own data in the chart area (lower right section).
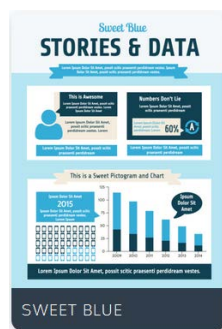

In this example, information from the Early Childhood Technical Assistance Center (ECTA) website was used by a state agency and its stakeholders to create an infographic that conveyed key information related to the goals in the State's Systemic Improvement Plan (SSIP). They chose the *Sweet Blue* template because it allowed them to insert their own data.
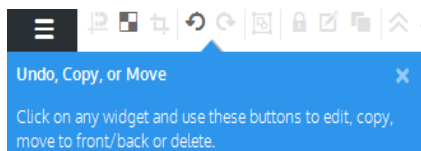
4. **Click on the template and start creating your own infographic.**

5. **Add widgets to your Infographic.**
Drag and drop charts, icons, maps or text onto your infographics. You can show or hide each category by clicking on the arrows.
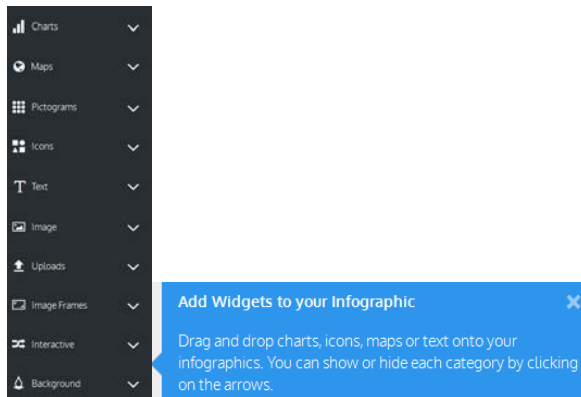
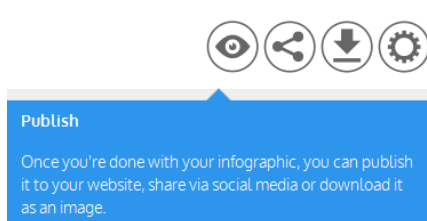6. **Undo, copy or move your text.**

 Click on any widget and use buttons to edit, copy, move to front/back or delete.

7. **Edit the widget settings.**

 Click on any text, image or icon to edit it. The settings will appear on the tool bar on top. Double click to edit charts. The chart settings will appear on the right.

8. **Publish!**

 Once you are done with your infographic, you can publish it on your website, share via social media or download it as an image.